



Facilitator's Guide

FY 2011 Course 7:

Energy Efficient Product Procurement

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Course 7: Energy Efficient Product Procurement

Purpose

The purpose of these seminars is to educate energy management and environmental professionals in the Federal sector on current topics within their scope of responsibilities. On the first Thursday of each month from February through August 2011, a seminar will be broadcast from 1:30pm to 3:00 pm EST/EDT. For more detailed information on these seminars, please visit <http://www.femp.energy.gov/firstthursday>.

Your Role as Facilitator

We greatly appreciate your help in serving as a site facilitator for the Department of Energy, Federal Energy Management Program (FEMP) *First Thursday* Seminars. You are very important to the success of these satellite broadcasts, and your commitment to the following roles is critical to the success of these training initiatives.

Prior to the Seminar

- Post appropriate signs to notify potential attendees of the location, date, times and registration process for the first training session. Promotional flyers and other materials for each seminar can be downloaded from http://apps1.eere.energy.gov/femp/training/first_thursday_seminar_materials.cfm. Utilize your local process to “book” the facility where the broadcast will be viewed.
- Ensure that the viewing room is equipped to accommodate the registered participants as well as a few unregistered attendees.
- You will need a computer with Internet access to handle last minute registrations online.
- Print the sign-in Roster that can be accessed at http://apps1.eere.energy.gov/femp/training/first_thursday_seminar_troubleshooting.cfm#satellite and have each attendee sign in. Fax the Roster to 865-381-0554.
- Print copies of the Learner Guide available at http://apps1.eere.energy.gov/femp/training/course_detail_live.cfm/CourseDateId=243 and provide copies to attendees who have not printed their own.
- Manage the technical aspects of the Broadcast. Technical contact numbers and emails may be printed as part of the facilitator information found at http://apps1.eere.energy.gov/femp/training/first_thursday_seminar_troubleshooting.cfm.

During the Seminar

- If possible have a printed registration list. If unregistered participants attend, ask them to register online immediately at http://apps1.eere.energy.gov/femp/training/course_detail_live.cfm/CourseDatId=243.
- Very important - have each attendee sign the Roster. Fax the Roster to 865-381-0554.
- Remind attendees that in order to receive a Course Completion certificate for the training, they must be registered, and they must complete an online quiz and evaluation after attending the training (link will be provided immediately after the live broadcast). Registration is critical. With thousands of Federal facilities potentially offering this broadcast, you are the only way for us to ensure that we have an accurate number of participants in the training.
- Greet program participants and provide them with a Learner Guide if they do not bring one with them.
- Make the participants feel comfortable. Indicate where restrooms can be found, help participants find seating, and handle any requirements for special accommodations.
- Encourage questions. During the live broadcast, handle questions by either dialing the toll free number 800-775-3728, faxing questions to 865-381-0554, or by sending an email to FTS@energyworkshops.org.
- For technical issues during the workshop, call 865-974-5069 for uplink trouble, 865-974-7561 for Video-conferencing/webcast trouble, 877 820 0305 or 888-820-4898 for Federal networks trouble, or you may email ruleb@tds.net.

After the Seminar

- After the live broadcast, a link will be provided to a seminar evaluation and open-book quiz and an e-mail containing the link will be sent to all registered participants. Upon completion of the evaluation and the open book quiz, the participant will be able to print a course completion certificate for his/her records.
- Either scan the Roster with participant signatures and email it to FTS@energyworkshops.org, or fax it to 865-381-0554 if you prefer.
- Following the viewing of the satellite broadcast, you are asked to conduct a 10 to 15 minute conversation with the participants about their learning. Your role will be to ask questions to stimulate thinking and discussion. The specific questions you will ask are included as Appendix A.

Appendix A

Questions on Energy Efficient Product Procurement

1. What do you believe to be your facility's compliance with the energy efficient product purchasing requirements?
In what areas can you improve - purchase cards, purchase orders, contracts?
2. Describe your current decision making processes when making purchases involving energy using products.
3. Who serves as the champion to get program managers, procurement officials, etc. involved in making purchases using FEMP Designated Product Category specifications?
4. How do you measure your compliance with these programs?
5. How have you been able to measure your overall compliance with reductions in overall energy usage?